
Republic of Latvia**Cabinet
Regulation No. 485
Adopted 15 July 2016**

Procedures for Establishment, Operation, and Coordination of Activities of Sectoral Expert Councils

*Issued pursuant to
Section 7, Clause 14 and Section 12,
Paragraph five of the Vocational Education Law*

I. General Provision

1. This Regulation prescribes the procedures for establishment, operation, and coordination of activities of sectoral expert councils (hereinafter - the Council).

II. Establishment of the Council

2. The Council shall consist of the representatives delegated by sectoral employers' organisations, trade unions and their associations, sectoral professional organisations, as well as the relevant ministries. In conformity with the specificity of the matters within the competence of the relevant Council, also representatives of public persons (including State institutions, local governments, planning regions, and educational institutions or founders thereof) and other sectoral experts shall be involved in composition of the Council.

3. Representatives of the sectoral employers' organisations and sectoral professional organisations shall constitute at least half of the composition of the relevant Council.

4. A decision on establishment of the Council shall be taken by the Vocational Education and Employment Tripartite Cooperation Subcouncil of the National Tripartite Cooperation Council (hereinafter - the Cooperation Subcouncil).

5. Sectoral employers' organisations, trade unions and their associations, sectoral professional organisations, the relevant ministries and the institution specified in the Vocational Education Law within the competence of which is the coordination of activities of the Council (hereinafter - the Coordination Institution) shall be entitled to initiate the establishment of the Council.

6. Sectoral employers' organisations, trade unions and their associations, sectoral professional organisations, and the relevant ministries shall submit a proposition regarding the establishment of the Council to the Coordination Institution.

7. The Coordination Institution shall submit the proposition regarding establishment of the sectoral expert council to the Cooperation Subcouncil.

8. The institutions referred to in Paragraph 2 of this Regulation shall delegate representatives for work in the Council by submitting a relevant submission to the Coordination Institution. The given name, surname and contact information of the representative shall be indicated in the submission. Curriculum vitae of the relevant representative shall be appended to the submission. The given name, surname, education, and the work experience of the delegated representative, as well as other information which the relevant institution considers necessary to justify compatibility of the representative with the work in the relevant council shall be indicated in the curriculum vitae.

9. After the proposal of the Coordination Institution, the institutional representation and personnel of the Council

shall be approved by the Cooperation Subcouncil.

III. Operation of the Council

10. The Council shall operate in accordance with its by-law. The by-law shall be approved by the Cooperation Subcouncil.

11. Work of the Council shall be managed by the Chair of the Council. The Council shall elect the Chair of the Council from among members of the Council. The by-law of the Council shall determine the election term of the Chair of the Council and the procedures for re-election.

12. Meetings of the Council shall take place not less than once every three months in accordance with the schedule of meetings of the Council. The schedule of meetings of the Council shall be approved by the Council after coordination with the Coordination Institution.

13. Meetings of the Council shall be convened by the Chair of the Council.

14. Agenda of the meeting of the Council shall be approved by the Chair of the Council.

15. A member of the Council is entitled to propose convening of an extraordinary meeting of the Council by submitting a submission to the Chair of the Council.

16. Members of the Council shall be informed regarding the meeting of the Council at least 10 days in advance by sending an invitation to the electronic mail address indicated by the member of the Council. Agenda of the meeting of the Council shall be indicated in the invitation. Documents regarding the matters included in the agenda of the meeting of the Council shall be sent to members of the Council not later than 5 days before the meeting.

17. Meetings of the Council shall be chaired by the Chair of the Council. Duties of the Chair of the Council during the absence of the Chair of the Council shall be undertaken by a member of the Council authorised by the Chair of the Council.

18. Meetings of the Council shall be recorded in the minutes. The Coordination Institution shall, within 5 days, prepare minutes of the meeting of the Council and coordinate it with members of the Council.

19. Minutes of the meeting of the Council shall be signed by the Chair of the Council or a member of the Council authorised by the Chair of the Council.

20. The Council shall take a decision on the matters within its competence by a majority vote of members of the Council. The by-law of the relevant Council may prescribe for a greater majority of the necessary votes by taking into account the specificity of operation, institutional representation, or the numerical strength of the relevant Council.

21. The Council is entitled to take decisions by reviewing matters by a written procedure (electronically) without convening meeting of the Council.

22. By reviewing matters by a written procedure (electronically), the following procedures shall be applied:

22.1. the Coordination Institution shall prepare and send a draft decision and the documents necessary for taking a decision to members of the Council via electronic mail;

22.2. members of the Council shall prepare an opinion on the draft decision and send it to the Coordination Institution via electronic mail not later than within 5 days;

22.3. the electronically received opinions shall be appended to the minutes of electronic coordination. Minutes of electronic coordination shall be signed by the Chair of the Council or a member of the Council authorised by the Chair of the Council. The Coordination Institution shall inform members of the Council regarding taking of a decision within 5 days;

22.4. if a decision is not taken by a written procedure (electronically), the matter shall be reviewed in a meeting of the Council.

23. In conformity with the matters within the competence of the Council or specificity of operation thereof, the Council has a right to establish subcouncils or working groups for addressing specific matters within the competence of the Council. The abovementioned subcouncils or working groups shall operate in conformity with the decision on their establishment and give proposals on the matters within their competence.

24. The Coordination Institution shall ensure the execution of tasks laid down in this Regulation, including:

24.1. examine the submissions regarding establishment of the Council, ensure availability of information on the received propositions for establishment of a new Council on the website of the Coordination Institution, prepare and

submit relevant proposals to the Cooperation Subcouncil for taking of a decision;

24.2. in assessing the specificity of the relevant sector, prepare proposals on institutional representation of the Council and submit to the Cooperation Subcouncil for approval;

24.3. prepare and submit proposals regarding the personnel of the Council to the Cooperation Subcouncil;

24.4. prepare and submit proposals regarding the by-law of the Council to the Cooperation Subcouncil;

24.5. coordinate the schedule of meetings of the Council;

24.6. ensure the material and technical support to progress of meetings of the Council;

24.7. ensure circulation of information among members of the Council, including preparing, coordinating, and signing of the minutes;

24.8. ensure circulation of information among the Council and other institutions, including circulation of information among the Council and vocational education institutions, ministry of the relevant sector, and employers regarding matters on the attraction of experts in implementation of work-based training, training placement, and in-service training;

24.9. keep minutes of the meetings of the Council and information on operation of the Council, as well as ensure availability of information on the website of the Coordination Institution;

24.10. review the report on operation of the Council submitted by the Council, prepare and submit proposals to the Cooperation Subcouncil for approval thereof;

24.11. review the submitted propositions regarding liquidation of the Council, prepare and submit the relevant proposals to the Cooperation Subcouncil.

IV. Liquidation of the Council

25. Sectoral employers' organisations, trade unions and their associations, sectoral professional organisations, the relevant ministries and the Council itself shall be entitled to initiate the liquidation of the Council by submitting a submission to the Coordination Institution, as well as the Coordination Institution upon its own initiative. The Coordination Institution shall prepare a proposal regarding liquidation of the Council and submit to the Cooperation Subcouncil.

26. The decision on liquidation of the Council shall be taken by the Cooperation Subcouncil.

Prime Minister Māris Kučinskis

Acting for the Minister for Education and Science,
the Minister for Agriculture Jānis Dūklavs

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